

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

1st Extraordinary Call for Contributions 2014 for EUBAM Libya Advertisement for International Seconded/Contracted Staff Members

Organisation:	European Union Border Management Assistance Mission (EUBAM) in Libya			
Staff Regime:	As indicated below			
Job Location:	Reference	Name of the post	Nr of posts	Available on
	Seconded/Contracted			
Tripoli / Countrywide	LIBSE01	Senior Mission Security Officer	1	20/09/2014
Tripoli / Countrywide	LIBSE05	Mission Security Analysis Officer	1	asap
Tripoli / Countrywide	LIBAD12	Chief of General Services	1	asap
Tripoli / Countrywide	LIBAD15	CIS Officer	1	asap
	Seconded			
Tripoli / Countrywide	LIBAD14	CIS Officer	1	asap
Tripoli / Countrywide	LIBOP07	Public Procurement and Finance Adviser	1	asap
Tripoli / Countrywide	LIBOP39	Naval Coast Guard Administration Adviser	1	asap
Tripoli / Countrywide	LIBOP40	Naval Coast Guard Training Adviser	1	asap
Deadline for applications:	Friday 1 August 2014 at 1700 Brussels time			
E-mail address to send the Job Application Form/CV:	eeas-cpcc-libya@eeas.europa.eu			

Information:	<p>For more information related to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p style="text-align: center;">Mr Joern Laursen, e-mail: cpsc.cfc@eeas.europa.eu eeas-cpsc-libya@eeas.europa.eu</p>
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Seconded Personnel –For seconded positions, only personnel nominations received through official channels from Member/Invited Third States will be considered. Member/Contributing Third States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council document 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Invited Third States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel - The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remunerations, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to the seconded candidates.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision approving the appropriate Financial Statement, the duration of the deployment should be of 12 months. In general and subject to national procedures for secondment, the standard tour of duty/contract period of Mission personnel should be no less than 12 months with the possibility of extension.

The Civilian Planning and Conduct Capability, requests that Member/Invited Third States propose candidates for the following international expert positions for the EUBAM Libya, according to the requirements and profiles described below:

A. Essential requirements

Member/Invited Third States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) or of an Invited Third State and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Ability to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Ability to cope with extended separation from family and usual environment. Ability to operate effectively under pressure.

Availability – Willingness to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission. Willingness to work extra hours when required.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member/Contributing States.

Ability to communicate effectively in English – Excellent level of written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – Hostile Environment Awareness Training or equivalent (average of 4-5 days hostile environment training) mandatory. A certificate to this effect must be submitted prior to deployment.

Driving licence- Be in possession of a valid civilian driving licence for motor vehicles (Category B or equivalent) covering the Mission area. Ability to drive any 4-wheel drive vehicle. Category C driving licence if mandatory according to the job description in question.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of Maghreb – To have a knowledge of the history, culture, social and political situation of the region.

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – Knowledge of Arabic, especially local dialects, will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities.

Visas – Member/Contributing Third States and Mission Members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU Confidential or Contributing Third Country equivalent, or required level according to the

job description) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member/Contributing Third State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (minimum Category B or equivalent).

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages Member/Contributing States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and interviewed, before the final selection is made.

If seconded candidates are required to travel to Brussels for interviews, the Member/Invited Third State will bear any related costs.

Information on the outcome – Member/Third Invited States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

Strictly Non-Family Mission - This status due to the present risk rating of the Mission area. As such, Mission members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their present tour of duty. Consequently, any breach of this rule may lead to disciplinary actions including repatriation request and termination of the tour of duty.

Please note that Mission staff members may be accommodated within a compound.

E. Job descriptions

The current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the OPLAN

EUBAM LIBYA

Component/Department/Unit Mission Security Department	Location Tripoli/ Countrywide	Employment Regime Seconded/Contracted
Position Code LIBSE01	Position Name Senior Mission Security Officer	Post Category for Contracted Expert Level
Level of Security Clearance EU Secret	Open to Invited Third States No	Availability September 2014

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM) to whom he/she reports, the SMSO manages the security and safety of the Mission staff deployed to the areas of operation through the design and implementation of appropriate security policies and procedures.

Main Tasks:

- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security matters that affect the mission, its assets, personnel and information;
- To manage and supervise the Mission's Security Office, including all its operational units and staff as per the relevant Annex of the OPLAN, providing instructions and support;
- To provide advice and assistance, and implement measures related to security matters on all aspects the Mission's work have security and safety implications;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission security plans, including relocation/evacuation as well as an effective warden and movement of personnel system;
- To coordinate the drafting of security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans);
- To be responsible for the protection of EU classified information (EUCI) within the mission and thereby ensuring information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning for all field visits - providing timely advice and guidance to mission members as required;
- To provide comprehensive security induction training to new mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the contracted security guard force meets assigned performance standards;
- To supervise the recruitment of new staff to the Mission Security Office(s);
- To monitor and assess the security situation and make security analyses, recommendations and reports;
- To ensure personal security advice is given to members of mission staff as required;
- To ensure effective system of security reviews in relation to the Mission's property and buildings and recommend changes if necessary;
- To identify staff training needs in security related areas, in line with standards set by the EEAS Security Policy and supporting documents;
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available;
- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary;
- To alternate with the DSMSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;

- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure the policy on security clearances for Mission staff is correctly applied;
- To liaise with the CPCC COS Office (Missions Security Coordinator) on all matters foreseen by the EEAS Field Security Policy and supporting documents;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

Education and experience

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded is three (3) years or more;
- **or**
- Equivalent education in Police, Military or Civilian Security Organization;
- Minimum of 8 years of relevant and proven professional experience, including at management level in the civilian security sector or in the military/police. Such experience must be gained after having obtained the relevant degree;
- Professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;

In addition to the above

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Fluency in English (speaking, reading, writing, understanding)
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Excellent knowledge of the Mission area and potential security threats;
- Civilian driving license class B and C mandatory;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;

Advantageous.

- Successful completion of the Mission Security Officer Certification Course;
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions;
- Previous work experience in Libya;
- Knowledge of Arabic

EUBAM LIBYA

Component/Department/Unit Mission Security Department	Location Tripoli/ Countrywide	Employment Regime Seconded/Contracted
Position Code LIBSE05	Position Name Mission Security Analysis Officer	Post Category for Contracted Mission Support Staff – Management Level
Level of Security Clearance EU Secret	Open to Invited Third States No	Availability As soon as possible

In line with the EU Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will:

Tasks and responsibilities

- Assist the SMSO/DSMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures.
- Assess the security situation and analyse all relevant information.
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information.
- To produce incident based security and travel advisories.
- To prepare, analyse and distribute daily, weekly, monthly working papers.
- To prepare security incident background papers.
- To produce long term assessments, forecasts of the upcoming security situation.
- To assist the SMSO in maintaining continuity of security information analysis efforts.
- To gather comprehensive information about events or actions that may affect the safety and security of EUBAM Libya staff and assets within the mission area.
- To conduct risk analysis and threat assessments regarding security developments in the area of operations.
- To conduct interviews and threat/risk assessments on persons/assets.
- To provide briefings to new staff members on the mission wide security situation.
- To ensure the quick dissemination of security related information.
- To assist and support the Information Security Officer in the management of EUCI and to act on his behalf in his/her absence.
- Maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice.
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies.
- Establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- Undertake any other tasks required by the SMSO/DSMSO in support of the objectives of the Mission.

Education and experience

- Successful completion of a full course of full-time university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, Security or in a related field, where the normal duration of university education in the country is three (3) years or more
OR
Equivalent Police and/or Military education
OR
A graduate diploma from a civilian security organisation with specialised training on field operations, force protection.
and
- At least 5 years of experience in security information analysis in a civilian security sector or in the military/police.
- Ability and experience in collecting, assessing, analysing and reporting data related to security.
- Excellent analytical skills.
- Civilian driving license class B and C mandatory

In addition to the above

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Experience in planning and implementing projects.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding).
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Civilian driving license class B and C mandatory.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course.
- Past work experience in Maghreb and knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region.
- Experience in an international field assignment including civilian CSDP Missions.
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit MSD	Location Tripoli/ Countrywide	Employment Regime Seconded/Contracted
Position Code LIBAD12	Position Name Chief of General Services	Post Category for Contracted Mission Support Management Level
Level of Security Clearance EU Confidential	Open to Invited Third States No	Availability As soon as possible

Reporting line: Head of Mission Support Department

Tasks and responsibilities:

- Supervise the Office of General Services. The office consists of two sub offices: the Logistics and Transport Offices;
- Plan, analyse, design, program and implement all aspects of logistical needs of the CSDP Mission in cooperation with relevant members of the Team;
- Take on the responsibility for the management of the Mission estate and all supporting assets and activities (including overall supervision on logistical databases, inventories and list of equipment);
- Ensure that comprehensive and accurate policies and guidelines on logistics are in place, regularly reviewed, and in accordance with EU guidelines;
- Be responsible/coordinate the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, etc;
- On a yearly basis, prepare a Capital Expenditure Plan (CAPEX) for replacement of assets and arrange for the disposal of written-off assets in accordance with Mission policy/EU regulations;
- Manage the acquisition, distribution and re-allocation of all logistical resources, including ensuring systems for replacement and repair. This includes the coordination of aspects related to custom's clearance procedures;
- Supervision of the establishment, review and follow up a transport management system which controls all necessary data such as mileage, fuel consumption, and damages to the vehicles, road accidents and insurance cover;
- Supervision of the technical and administrative management of vehicle maintenance and repairs;
- Ensure the necessary storage, distribution and allocation of Mission vehicles and associated equipment to Mission members;
- Produce reports/supervise the production of reports regarding logistical issues, propose changes and improvements;
- Supervise the logistics team in the advice, support and train managers and staff on transport related matters;
- Undertake any other duties assigned by the Head of Mission Support.

Qualifications and experience:

- Successful completion of a full course of university studies attested by a degree in Logistics, Engineering, Administration or related studies, where the normal duration of university education in the country awarded is three (3) years or more;
- OR
- Successful completion of equivalent studies delivered by a national policing, law enforcement or military organization;

- To have a minimum of five (5) years of relevant professional experience including a minimum of two (2) years in a managerial position;
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks is essential;
- Good technical understanding of transport related issues;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Very good level of written and spoken English.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required.
- Civilian driving license class B (mandatory) and C (desirable);

Advantageous:

- Experience in EU procurement processes and regulations;
- International experience, particularly from international Missions or organisations in crisis areas;
- Past work experience in Maghreb.

EUBAM LIBYA

Component/Department/Unit MSD	Location Tripoli/ Countrywide	Employment Regime Seconded/Contracted
Position Code LIBAD15	Position Name CIS Officer	Post Category for Contracted Mission Support Management Level
Level of Security Clearance EU Secret	Open to Invited Third States No	Availability As soon as possible

Reporting line: Head of Mission Support Department

Tasks and responsibilities:

- Act as advisor to the HMSD providing necessary expertise in the field of Communication and Information Systems (CIS) to support the conduct of the Mission;
- Assist and advise the chain of command on all CIS issues;
- Produce clear and concise reports concerning CIS issues, recommending improvements where appropriate;
- Establish necessary technical liaison and coordination with other international organisations in the Mission area;
- Provide a communications and network plan for the Mission reflecting the Mission's administrative, logistical and operational requirements, taking into consideration possible local licensing and contract legislation;
- Identify, establish and maintain a secure radio, computer, satellite and telephone communications system in support of the Mission;
- Establish and maintain other CIS and communications networks in support of the Mission;
- Install specific available telecommunication systems or software and/or equipment as required;
- Maintain all server, workstation, network and communications systems in use in the Mission with an emphasis on preventive maintenance;
- Monitor the Mission network, update its security daily, save data for backup solutions, report and advise on any closed-source network commercial solutions;
- Implement an Information Security policy in the Mission;
- Ensure the information security (incl. Crypto Custodian) of the Mission in accordance with Council Security regulations, in close cooperation with the Senior Mission Security Officer;
- Coordinate the number, technical specifications and location of the telecommunications equipment required for the staff of the Mission to perform their duties;
- Establish, propose and monitor the efficiency of Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues;
- Prepare contingency plans, in co-ordination with the Mission Security Department;
- Develop and maintain Mission's software applications as well as complex databases;
- Define and forward as appropriate the requirements for goods and/or services for her/his area of responsibility, and supervise their satisfactory delivery;
- Contribute to Mission internal and external reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Contribute to identifying and reporting lessons and best practice within his/her fields of responsibility;
- Fulfil any other job-related tasks as required by the HMSD.

Qualifications and experience:

- Successful completion of a full course of university studies attested by a degree in Information Technology, Computer Science, or technical specialization in IT/Communications, or a closely related field, where the normal duration of university education in the country awarded is three (3) years or more

and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Information Technology, Computer Science, or technical specialization in IT/Communications, or a closely related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;

OR

- Successful completion of equivalent studies delivered by a national policing, law enforcement or military organization, followed by at least 4 years of relevant and proven full-time professional experience.

In addition to the above:

- Ability to draft policies and procedures for the use and management of computers systems and networks;
- Knowledge of hardware specifications and performances;
- Ability to install, manage and configure servers, workstations, firewalls and other network equipment;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN), TCP/IP, including installation, administration and management;
- Sound knowledge and experience of Voice over IP (VoIP) signalling protocols, VoIP to PSTN gateways, codecs, transcoders, IP-DECT, IP telephones, Analogue Telephony Adapter (ATA);
- Ability to install, manage and configure software:
 - Operating systems: Windows 2008 server, Windows 7 workstation, Windows 8 laptop;
 - Office software: Microsoft Office 2010, Office 2013;
 - Voice over IP (VoIP) PBX;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Very good level of written and spoken English.

Advantageous:

- Knowledge and experience with regard to satellite communication (BGAN/VSAT system), as well as software;
- Experience gained from international field assignments including civilian CSDP Missions, or with international organisations in crisis areas;
- Past work experience in Maghreb;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region.

EUBAM LIBYA

Component/Department/Unit MSD	Location Tripoli/ Countrywide	Employment Regime Seconded
Position Code LIBAD14	Position Name CIS Officer	Post Category for Contracted N/A
Level of Security Clearance EU Secret	Open to Invited Third States No	Availability As soon as possible

Reporting line: Head of Mission Support Department

Tasks and responsibilities:

- Act as advisor to the HMSD providing necessary expertise in the field of Communication and Information Systems (CIS) to support the conduct of the Mission;
- Assist and advise the chain of command on all CIS issues;
- Produce clear and concise reports concerning CIS issues, recommending improvements where appropriate;
- Establish necessary technical liaison and coordination with other international organisations in the Mission area;
- Provide a communications and network plan for the Mission reflecting the Mission's administrative, logistical and operational requirements, taking into consideration possible local licensing and contract legislation;
- Identify, establish and maintain a secure radio, computer, satellite and telephone communications system in support of the Mission;
- Establish and maintain other CIS and communications networks in support of the Mission;
- Install specific available telecommunication systems or software and/or equipment as required;
- Maintain all server, workstation, network and communications systems in use in the Mission with an emphasis on preventive maintenance;
- Monitor the Mission network, update its security daily, save data for backup solutions, report and advise on any closed-source network commercial solutions;
- Implement an Information Security policy in the Mission;
- Ensure the information security (incl. Crypto Custodian) of the Mission in accordance with Council Security regulations, in close cooperation with the Senior Mission Security Officer;
- Coordinate the number, technical specifications and location of the telecommunications equipment required for the staff of the Mission to perform their duties;
- Establish, propose and monitor the efficiency of Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues;
- Prepare contingency plans, in co-ordination with the Mission Security Department;
- Develop and maintain Mission's software applications as well as complex databases;
- Define and forward as appropriate the requirements for goods and/or services for her/his area of responsibility, and supervise their satisfactory delivery;
- Contribute to Mission internal and external reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Contribute to identifying and reporting lessons and best practice within his/her fields of responsibility;
- Fulfil any other job-related tasks as required by the HMSD.

Qualifications and experience:

- Successful completion of a full course of university studies attested by a degree in Information Technology, Computer Science, or technical specialization in IT/Communications, or a closely related field, where the normal duration of university education in the country awarded is three (3) years or more

and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Information Technology, Computer Science, or technical specialization in IT/Communications, or a closely related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;

OR

- Successful completion of equivalent studies delivered by a national policing, law enforcement or military organization, followed by at least 4 years of relevant and proven full-time professional experience.

In addition to the above:

- Ability to draft policies and procedures for the use and management of computers systems and networks;
- Knowledge of hardware specifications and performances;
- Ability to install, manage and configure servers, workstations, firewalls and other network equipment;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN), TCP/IP, including installation, administration and management;
- Sound knowledge and experience of Voice over IP (VoIP) signalling protocols, VoIP to PSTN gateways, codecs, transcoders, IP-DECT, IP telephones, Analogue Telephony Adapter (ATA);
- Ability to install, manage and configure software:
 - Operating systems: Windows 2008 server, Windows 7 workstation, Windows 8 laptop;
 - Office software: Microsoft Office 2010, Office 2013;
 - Voice over IP (VoIP) PBX;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Very good level of written and spoken English.

Advantageous:

- Knowledge and experience with regard to satellite communication (BGAN/VSAT system), as well as software;
- Experience gained from international field assignments including civilian CSDP Missions, or with international organisations in crisis areas;
- Past work experience in Maghreb;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region.

EUBAM LIBYA

Component/Department/Unit OPS	Location Tripoli/ Countrywide	Employment Regime Seconded
Position Code LIBOP07	Position Name Public Procurement and Finance Adviser	Post Category for Contracted N/A
Level of Security Clearance EU Confidential	Open to Invited Third States Yes	Availability As soon as possible

Reporting line: Head of IBM Unit

Tasks and responsibilities:

- Within his/her competencies, contribute to helping the Libyan authorities at ministerial and top institutional level to develop and implement a national IBM strategy through monitoring, mentoring and advising;
- Collect information, and analyse and assess local legislative, institutional and operational aspects, related to planning, budgeting and procuring border management-related equipment and infrastructure;
- Assess the requirements for planning, budgeting and procuring border management-related equipment and infrastructure and advise the Libyan authorities accordingly;
- Support the Libyan authorities in identifying, developing and starting to implement training activities related to planning, budgeting and procuring border management equipment and infrastructure;
- Within his/her competencies, contribute to ensuring close co-ordination and co-operation with the relevant Libyan Governmental and top institutional authorities (including those related to the broader criminal justice system) as well as with the EU Delegation in Tripoli, other EU and Member States officials, FRONTEX, INTERPOL, UNSMIL, other international stakeholders and possibly NGOs according to operational requirements);
- Within his/her field of expertise, contribute to the design and periodic review of the Mission's main lines of operation, including through the identification and analysis of risks and opportunities as well as the evaluation of the impact of potential Mission activities;
- Within his/her competences, contribute to the drafting of operational planning documents as well as to the development and periodic review of the Mission Implementation Plan (MIP) while keeping track of Mission benchmarking;
- Contribute to informing the development of the Mission's overarching policy;
- Ensure that operational activities related to planning, budgeting and procuring border management-related equipment and infrastructure are executed in line with Head of Mission's directions and outputs and outcomes are regularly reported along the internal Mission chain of command;
- Contribute to identifying and reporting lessons and best practices within his/her field of responsibility;
- Contribute to the Mission's external reporting as required;
- Keep him/herself updated on overall Mission implementation progress as well as on the political and security situation in the Mission area;
- Contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- Contribute to the induction training of new Mission personnel as required;
- Contribute to identifying and reporting lessons and best practices within his/her respective fields of responsibility;
- Fulfil any other tasks delegated to him/her by the Head of IBM Unit and/or Head of Operations.

Qualifications and experience:

- Advanced University degree and training relevant to the post;
- At least 10 years of relevant professional experience in the field of planning, budgeting and procuring, ideally in border management;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of operational considerations;
- Experience in dealing with the coordination of public institutions at ministerial and local level;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals;
- Excellent level of written and spoken English;
- High resilience under mental pressure and willingness to work extra hours when required.

Advantageous:

- Experience gained from international field assignment including civilian CSDP;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region.

EUBAM LIBYA

Component/Department/Unit OPS/ NCG Unit	Location Tripoli/ Countrywide	Employment Regime Seconded
Position Code LIBOP39	Position Name Naval Coast Guard Administration Adviser	Post Category for Contracted N/A
Level of Security Clearance EU Confidential	Open to Invited Third States Yes	Availability As soon as possible

Reporting line: Head of Naval Coast Guard Unit

Tasks and responsibilities:

- Support the development of administrative functions within the Libyan Naval Coast Guard[†] based on international best practices and standards and coherent with the Mission's overall approach to the development of administrative capacity in Libyan IBM structures;
- Provide advice on the design and implementation of a long-term organisational development strategy for the Naval Coast Guard to support the organisation's operational tasks and responsibilities;
- Support the design, implementation and/or development of performance management systems to meet the short, medium and long-term operational and financial planning and monitoring requirements of the Naval Coast Guard;
- Assist in the development of a Regulatory Framework, comprising internal administrative policies, procedures, regulations and internal controls, aimed at ensuring the effective, efficient and transparent use of resources within the Naval Coast Guard;
- Assist in the design and implementation of an optimal organisational structure for the Naval Coast and provide support in the drafting of job descriptions for all managerial positions, or job classes, within each Naval Coast Guard Department;
- Support the development of an internal communication system that ensures Naval Coast Guard internal policies, procedures and regulations – and any amendments to them - are correctly and uniformly applied throughout the organisation;
- Assist in the identification, selection and implementation of hard and soft technologies (e.g. computer equipment, Enterprise Resource Planning software) to enhance the operational effective of the Naval Coast Guard administration(s);
- Design and deliver tailored training courses on administration-related subjects for all levels of the Naval Coast Guard administration;
- Undertake any other related tasks as required by the Head of Naval Coast Guard Unit.

Qualifications and experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Public Administration, Business Administration, Management or other relevant subject
OR
- Successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation.
- At least 7 years of relevant and proven professional experience in the Naval Coast Guard (or similar organisation) administration, finance, human resources, organisational development and/or change management following the completion of studies, including at least 3 years at cross-disciplinary management level;
- Demonstrated ability developing administrative systems, policies and procedures;

[†] 'Naval Coast Guard' to be taken to include all Libyan marine entities involved in Integrated Border Management.

- Excellent organisational, planning and time-management skills;
- Computer literate, with knowledge of word-processing, spread sheet, financial management and ERP software applications;
- Good interpersonal skills with the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Fluency in English (speaking, reading, writing, understanding).

Advantageous:

- Experience in administration development at central level preferably in a border management agency;
- Knowledge of the European Institutions and crisis management mechanisms;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Past work experience in Maghreb.

EUBAM LIBYA

Component/Department/Unit OPS/ NCG Unit	Location Tripoli/ Countrywide	Employment Regime Seconded
Position Code LIBOP40	Position Name Naval Coast Guard Training Adviser	Post Category for Contracted N/A
Level of Security Clearance EU Confidential	Open to Invited Third States Yes	Availability As soon as possible

Reporting line: Head of Naval Coast Guard Unit

Tasks and responsibilities:

- Coordinate, on behalf of the Head of Naval Coast Guard Unit, the staff of the Mission engaged in providing border related training support to the Libyan Navy and Naval Coast Guard;
- Ensure, in coordination with the Training Advisors in the Mission's other Operations Units, coherence and harmonisation in the Mission's delivery of advice and assistance to all Libyan maritime border agencies and units;
- Assess the baseline Libyan maritime training capacities, resources and capability and, in consultation with the Head of Naval Coast Guard Unit, make related recommendations to the Libyan authorities;
- Provide strategic training-related advice to the Naval Coast Guard concerning its surveillance and control of Libya's maritime borders in cooperation with other Libyan agencies and in accordance with international best practice;
- Advise and assist the Naval Coast Guard in the development of basic, specialist and career development training curricula;
- Work in partnership with the Naval Coast Guard to identify training priorities;
- Coordinate and oversee all training assistance provided by the Mission to the Naval Coast Guard;
- Through the Head of Naval Coast Guard Unit and the appropriate Mission working groups, support the coordination of Mission support to all Libyan border agencies active in the maritime dimension including the Customs Maritime Unit, Coastal Police and Libyan Port and Maritime Authority;
- Develop an approach to maritime-related training that the Libyan Naval Coast Guard and other relevant organisations can sustain and that includes identification, training, mentoring, professional development, and retention of trainers, post-training deployment and follow-up of trainees, and Libyan-led development and sustainment of adequate training facilities;
- Assist the Libyan authorities in identifying and exploiting inter-agency coordination and mutual support opportunities in the field of maritime border related training, in particular in those areas that support the development of a culture of joint operations and Integrated Border Management;
- Support the Libyan authorities in the development of an appropriate maritime search and rescue capability, organising the identification, training, mentoring, professional development, and retention of trainers, and post-training deployment and follow-up of trainees, where applicable, to ensure that the capability once built may be sustained;
- Assess the requirements for equipment and infrastructure related to maritime border management training and advise Libyan authorities accordingly;
- Support the Head of Naval Coast Guard Unit in arranging, as circumstances allow, study visits and training for Libyan maritime border management personnel in EU, regional and other countries and locations in order to strengthen skills and international cooperation on border security and management;
- Inform, through the Head of Naval Coast Guard Unit, the development of Mission policy related to maritime borders;
- Support the Mission's identification of lessons and best practices within the field of maritime training;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;

- Fulfil any other job-related tasks delegated to him/her by the Head of Naval Coast Guard Unit or his/her delegate.

Qualifications and experience:

- A level of education that corresponds to completed university studies, attested by a diploma;
OR
- Successful completion of appropriate studies delivered by a national policing, law enforcement, security or military organisation;
- At least 5 years of relevant and proven professional experience;
- Experience in dealing with inter-agency coordination and cooperation;
- Service as a training development officer in the Coast Guard or similar agency entrusted with maritime border surveillance, control and law enforcement (desirable);
- Qualified instructor in maritime training related subjects (desirable);
- Supervisory experience in leading training teams (desirable);
- Experience in identifying training needs and designing training strategies (desirable);
- Ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous:

- Experience at a National Training Centre/College/Academy;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- International experience, particularly in crisis areas with multi-national and international organisations.